

EDITED TASK LISTING

CLASS: CORRECTIONAL CASE RECORDS SUPERVISOR

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Conduct in-service training to instruct various institution staff on Department policy, rules and regulations
2.	Train staff on inmate and parolee record related matters
3.	Plan, organize and direct work of various Record Staff (Office Assistant, Office Tech., Program Tech., Office Services Sup. I/II, Corr. Case Records Analyst).
4.	Approve, monitor and control staff attendance
5.	Provide ongoing communications and support on personal issues that may effect work performance.
6.	Participate and conduct hiring interviews for various classifications throughout the facility.
7.	Complete Std. 647 and related documents to fill vacant Records positions
8.	Evaluate candidate to determine if Minimum Qualifications are met during process by evaluating candidates application and interview responses.
9.	Review IST file, supervisory file and obtain input from other supervisors in preparing probation and IDP reports.
10.	Correctly apply progressive discipline through training, counseling and documentation, Present and discuss with the employee
11.	During urgent situations organize and direct a variety of staff in resolving the critical issues.
12.	Direst and assist Personnel in determining methods of recruitment and desired candidate pool for filling vacancies in Case Records.
13.	Interpret, research, analyze and apply6 state laws, court decisions and administrative policies in completing audits of inmate/audit case files
14.	Assist Case Records Analyst interpreting and applying laws and policies to more complex inmate/parolee case files.
15.	Identification and computation of proper credit earning status per sentencing law to accurately determine release/discharge dates.
16.	Analyze and interpret new/revised/existing procedures to develop and writ internal office procedures for Records Staff.
17.	Read, analyze and interpret resource material (i.e., Penal Code, DOM, Title 15) to effectively train and direct staff in the performance of their duties.
18.	Direct and monitor staff, and audit the processes required for all hearings under the BPT's jurisdiction. Review lifer packets for completeness, and for compliance of time frames.
19.	Conduct face-to face or telephone interviews with inmates relative to Case Records/releasee date issues.
20.	Research central File, automated systems and policy/procedure/law to appropriately respond in writing it issues raised in inmates appeals.

EDITED TASK LISTING

CLASS: CORRECTIONAL CASE RECORDS SUPERVISOR

NOTE: Each position within this classification may perform some or all of these tasks.

21.	In response to court subpoenas, review related case file(s); communicate with Attorney General or Department of District Attorney; and testify in court as expert witness.
22.	Utilize OIS Discrepancy/Error Listings, audit source documents or files to correct deficiencies, or to establish procedures to prevent reoccurrence.
23.	Utilize information available within automated systems to ensure staff compliance with time frames, deadlines and legal mandates
24.	Formulate ideas based on research and prepare written documentation in the appropriate format (i.e., memo, letter, report), to effectively communicate Case Record/Departmental policies.
25.	Utilizing automated systems and information obtained from inmate/parolee case files, ensure staff correctly complete notification/registration forms, and process those within legally mandated timeframes. Includes ongoing training and corrective action.
26.	Verbal or written communication with Federal, County and State agencies, as well as attorneys and citizens relative to the confinement of inmates or other case records issues.
27.	In the absence of the Case Records Manager assume responsibilities of the assignment necessary to the completion of daily Case Records functions.
28.	At the request of Case Records Administration and/or local Administration, participate as a team member tasked with planning, developing and implementing projects and /or policies.
29.	Comprehend and apply Departmental EEO objectives through consistent training and monitoring of staff; and taking immediate corrective action as necessary.
30.	Research and evaluate all necessary source documents to appropriately respond to inquiries from Case Records Administration.